

ARIZONA DEPARTMENT OF EDUCATION-CERTIFICATION UNIT

SUBSTITUTE CERTIFICATE K-12

CERTIFICATE ENTITLES THE HOLDER TO SUBSTITUTE IN THE TEMPORARY ABSENCE OF A REGULAR CONTRACT TEACHER. AN INDIVIDUAL WHO HOLDS A VALID ARIZONA TEACHING OR ADMINISTRATOR CERTIFICATE SHALL NOT BE REQUIRED TO HOLD A SUBSTITUTE CERTIFICATE TO BE EMPLOYED AS A SUBSTITUTE TEACHER. THE INDIVIDUAL HOLDING ONLY A SUBSTITUTE CERTIFICATE SHALL NOT BE ASSIGNED A CONTRACT TEACHING POSITION AND SHALL BE LIMITED TO 120 DAYS OF SUBSTITUTE TEACHING IN THE SAME SCHOOL EACH SCHOOL YEAR. SUBSTITUTE TEACHING MAY NOT BE USED TO WAIVE THE STUDENT TEACHING PRACTICUM.

➤ **All requirements for the Substitute Certificate must be met.** Certificate is valid for six years and renewable by reapplication. **Fees are not refundable.**

1. A Bachelor's degree from an accredited institution. Official transcript(s) required.
2. A valid Arizona Fingerprint Clearance Card (plastic) issued by the Arizona Department of Public Safety at (602) 223-2279.

*PURSUANT TO A.R.S. 15-534.03, EACH EDUCATOR MUST NOTIFY THE DEPARTMENT OF EDUCATION OF ANY CHANGE OF ADDRESS WITHIN THIRTY DAYS. CHANGE OF ADDRESS FORMS ARE AVAILABLE ON OUR WEBSITE.

ALL DOCUMENTATION, INCLUDING TRANSCRIPTS, BECOMES THE PROPERTY OF THE ARIZONA DEPARTMENT OF EDUCATION AND WILL NOT BE RETURNED. REQUIREMENTS MAY BE SUBJECT TO CHANGE AND ARE FULLY REFERENCED IN THE ARIZONA REVISED STATUTES AND ADMINISTRATIVE CODE.